

Fox Glen Board Meeting Minutes

Board Members

Board Member Name	Title
Cynthia Richter	Vice President
Dorothy Li	President
Patti Fitzpatrick	Secretary
Steve Chwatun	Treasurer

Work Orders/Actions/Concerns Metrics

Closed

122

120

118

Work Orders/Actions/Concerns Metrics

Pass Due

Due Next 1 Week

Due Next 4 Weeks+

2

1

3

Meeting Details				
Meeting Date	Call to Order	Location	Attendees	Regrets
June 28, 2023	05:07 PM	Zoom Meeting	C. Richter (Board member) D. Li (Board member) J. Dobbs (Select) P. Fitzpatrick (Board member) S. Chwatun (Board member)	None

Meeting Time & Minutes Approval						
Call to Order	Adjournment	Previous Meeting Minutes	Motion to Approve Meeting Minutes	Second to Approve Meeting Minutes	Motion to Adjourn	Second to Adjourn
05:07 PM	6:26 p.m.	May 2023	C. Richter (Board member)	S. Chwatun (Board member)	D. Li (Board member)	C. Richter (Board member)

Financials			
Previous Reserve Account Balance	Current Account Balance	Increase/Decrease	Reason
120,229.39	127,171.27	6,941.88	Transfer of usual 6896. 45.88 of interest.

Financial Discussion	
Financial Agenda Item	Updates
2021 tax return	We received 2021 tax return from Mylar and are taking appropriate steps to file.
2022 audit	We decided to switch to 1120-H form, which is less expensive and recommended by accountant.

Report from the Property Manager	
Property Manager Agenda Item	Updates
2022 tax return	Jeff received the 2022 return from accountant. Needs to be sent via mail.
Delinquency	No delinquencies at this time.

<https://app.smartsheet.com/dashboards/qcFcmw42Hx6J5fv3v68QF8XcRw4JFVhGg23WXqc1>

1/4



Co-Owner items reported

Action Item Description	Work Order ID	Status	Requestor	Next Steps	Location	Category	Due Date
Total		Count 7					
Status In Progress		Count 4					
WM placed sticker telling me to request larger trash bin.	FGHOA0127	In Progress	Susan Harris	Have our Property Management receive clarification from the Waste Management people. Jeff to go back and explain we have people with disabilities that are not able to use the large carts.	3912 Fox Glen Dr. Ann Arbor, MI 48108 - L	Issue - Trash/Recycle	06/16/23
Modification Request Approvals	FGHOA0130	In Progress	Gloria King	Fix the automated workflow and generate the approved modification.	3941 Fox Glen Dr. Ann Arbor, MI 48108 - L	Question	07/10/23
removal of dying tree	FGHOA0129	In Progress	chuck mancherian	Contact Guardian for their recommendations	Ellsworth Entrance	Issue - Trees/Landscaping	08/31/23
Unhealthy tree	FGHOA0131	In Progress	Cynthia Richter	Have Jeff contact Guardian for a look.	3832 Santa Fe Trail Ann Arbor, MI 48108 - L	Issue - Trees/Landscaping	08/31/23
Status On Hold		Count 1					
Upgrade Website with a more current template.	FGHOA0051	On Hold	Fox Glen Board	Look for the right template and test in development environment	Not Applicable (N/A)	Work Request	07/31/23

Modification Requests

Modification Short Description	Address	Modification Type	Approver 1	Approver 2	Approver 3
Status					
Approved - Standard 3					
Landscaping - Remove Rotted Wood Border	3938 Fox Glen Dr. Ann Arbor, MI 48108 - Lot 41	Garden/Landscaping	Dorothy Li	Cynthia Richter	Steve Chwatun
Adding a rock border to existing garden areas at front of house and side of garage	3941 Fox Glen Dr. Ann Arbor, MI 48108 - Lot 38	Garden/Landscaping	Cynthia Richter	Steve Chwatun	Dorothy Li
Replacing deck boards and repainting/refinishing the entire deck	3982 Bridle Pass Ann Arbor, Mi 48108 - Lot 31	Patio/Deck	Steve Chwatun	Dorothy Li	Cynthia Richter
Windows vinyl	3831 Santa Fe Trail Ann Arbor, MI 48108 - Lot 6	Home (Windows/Roofs, e	Cynthia Richter	Patti Fitzpatrick	Steve Chwatun
We must replace the front stoop and raise a portion of our walkway from the driveway to the stoop.	3800 Santa Fe Trail Ann Arbor, MI 48108 - Lot 8	Other	Steve Chwatun	Cynthia Richter	Patti Fitzpatrick
Building new deck and railing off back sliding door.	3811 Santa Fe Trail Ann Arbor, MI 48108 - Lot 3	Patio/Deck	Cynthia Richter	Patti Fitzpatrick	Steve Chwatun

Board Additional Business Items

Board Business items	Updates
3900 Fox Glen	Owner has sadly passed away; the daughter is taking over the condo. Dorothy will follow up with daughter.
Santa Fe Rd repaving	We're still waiting to hear from Nagle about start date. ETC has contracted them several times.
Recruiting new board members	We would like to have two more people to volunteer for the board. We have a few people tor reach out to, but anyone who is interested can contact a board member.
Waste Management	We are struggling with Waste Management, because they are requiring a larger bin than some of our residents can manage. Jeff will discuss with Waste Management.
September Annual Meeting	Scheduled for September 14. We will send out notification letters. Dorothy has also created an online proxy form.

Open Risks

Risk #	Risk Description	Risk Mitigation Plan	Risk Probability	Risk Impact	Risk Owner	Priority	Status
FGHOA001RISK	Cost for the Roads may go up in 2023.	Raised dues for at least 2023 starting in January 2023. Locked in with the same paving company to have the material costs same. Monitor the budget.	Medium	High	Steve Chwatun	High	In-Progress

Board Planning and Special Projects Next 60 Days

Special Projects Financials

Project Name	Budgeted Amount	Estimated Amount	Actual Amount Paid to Date	Actual Cost Variance
Road Repaving	\$277,434.00	\$331,653.00	\$204,993.00	\$72,441.00

Deliverables Next 60 Days

Task	At Risk	Status	Start	Finish	Assigned To
Sheet Name FGHOA Annual Project Plan					
Plan Year Calendar Year 2023					
Create Budget Draft for 2024	🚩	In Progress	05/18/23	09/20/23	Steve Chwatun
Review previous year's actuals	🚩	Not Started	09/21/23	09/27/23	Steve Chwatun
Create the Officer's Report and post on the Web	🚩	Not Started	07/07/23	08/03/23	Fox Glen Board
Post Meeting Information on the https://foxglenassociation.org/	🚩	Not Started	08/04/23	08/04/23	Dorothy L
Follow up with first reminder communication post	🚩	Not Started	08/07/23	08/15/23	Patti Fitzpatrick
Follow up with second reminder communication post	🚩	Not Started	08/16/23	08/24/23	Patti Fitzpatrick
Determine number of Proxy and RSVP	🚩	Not Started	08/25/23	08/25/23	Dorothy L
Send last meeting reminder and request for Proxy/RSVP	🚩	Not Started	08/28/23	08/29/23	Dorothy L
Complete Annual Meeting Preparation	🚩	Not Started	08/29/23	08/29/23	Fox Glen Board
Complete Annual Meeting	🚩	Not Started	09/07/23	09/07/23	Fox Glen Board
Provide schedule for Tree Fall maintenance	🚩	Not Started	08/16/23	08/22/23	Guardian Tree
Review and clean up OneDrive	🚩	In Progress	09/20/23	12/12/23	Fox Glen Board
Review website and determine if need to upgrade	🚩	Not Started	09/20/23	10/03/23	Fox Glen Board

Board Accomplishments last 30 days

Co-Owner Closed Items

Action Item Description	Work Order ID	Requestor	Resolution Notes	Lot	Category	Assigned To	Close Date
Total		Count 4					
Gouge in the Bridle Pass Guest Parking spot 3	FGHOA0124	Fox Glen Board	Jeff discussed with Garrett and indicated there is a way to mend the gouge when Santa Fe is being worked on.	Public	Issue - Road/Sidewalk	Jeff Dobbs	06/28/23
Lawn mowing company apparently broke picture window today 6/7/23 - shattered and will need to be replaced (plus immediate repair)	FGHOA0128	Sharon L Collins	Garrett resolved this directly with Sharon.	Lot 46	Issue - Lawn/Mowing	Jeff Dobbs	06/28/23
The Forest area along the south side of the house is not being mowed to the end.	FGHOA0125	Fox Glen Board	Jeff reviewed with Garrett to remind them that they needs to be more mindful to keep it back so it doesn't grow into large weeds as quickly. This was mowed back in the last couple of times. Jeff double check to see if the board is still held.	Lot 7	Issue - Trees/Landscaping	Jeff Dobbs	06/29/23
3900 fox glen deck	FGHOA0126	chuck mancherian	Jeff sent the letter out to the co-owner. Dorothy followed up directly with Chuck to let him know the update on 3900 Fox Glen.	Lot 44	Complaint Other Suggestion/Recommendation	Jeff Dobbs	07/03/23

Accomplishments in the last month

Task	Finish	Assigned To	Plan Year